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ABSTRACT

Oregon's accounting system to identify early school leavers is described in this document. The system provides a uniform process for identifying students in grades 7-12 who leave school prior to completion of a high school degree or equivalent studies. Included are sample forms and instructions for completion, a description of the state Department of Education's auditing process of the system, and guidelines and appropriate procedures for 20 specific student situations. (LMI)

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EARLY SCHOOL LEAVERS ACCOUNTING SYSTEM

1991

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Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Norma Paulus
State Superintendent of Public Instruction

EA 023 177

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Why have an accounting system for early school leavers?

This system provides a uniform process for identifying and counting students, grades 7-12, who leave school prior to receiving a diploma or completing a prescribed program of studies (i.e., an IEP).

How is the data used?

1. Each school participating in the system will obtain accurate information which helps school personnel make program decisions about the needs of students. Other local uses of the data will depend on how the district identifies problems and responds to needs.

2. The Oregon Department of Education (ODE) uses the information to spearhead the development of programs which respond to the most frequent and pressing factors contributing to students leaving school.

3. The Oregon legislature and other groups will use the data at the state level to assist policymakers in creating programs that address the needs of students, in targeting funds to have the greatest impact, and in evaluating the performance of programs.

How can we do a better job of it?

Schools can improve the accuracy of their reports by providing:

1. trained persons to do the reporting;
2. active support from principal or other professional staff;
3. an atmosphere in which staff feel free to contact ODE with questions.

What's the legal basis for the system?

Collection and use of this information by the Oregon Department of Education is authorized in the Family Education Rights and Privacy Act, Public Law 93-380 with certain provisions amended by Public Law 93-568. More specific authorization is provided in Oregon Revised Statutes 326.310 and 327.125 and Oregon Administrative Rule 581-23-006.

SAMPLE FORM

OREGON DEPARTMENT OF EDUCATION
Division of Special Student Services
700 Pringle Parkway SE
Salem, Oregon 97310-0290

EARLY SCHOOL LEAVERS
TRANSMITTAL MEMORANDUM

DATE: _____/_____/_____

TO: Oregon Department of Education
Student Services Section
Student Accounting System Reporting
700 Pringle Parkway SE
Salem, Oregon 97310-0290

FROM: _____ (School Name)

_____ (Respondent's Signature)

_____ (Respondent's Name, Printed)

_____ (Respondent's Position/Title)

_____ (Respondent's Phone Number)

RE: (Check One) ☐ December 15th Early Leavers Accounting
☐ June 15th Early Leavers Accounting

1. Enclosed are Reports on Individual Early Leavers for

_____ (enter the total number of forms)

former students at our school.

2. Be advised that our school currently requires

_____ (enter the number, including fractions/decimals if needed)

credits for high school graduation.

3. The number of credits listed in item 2

(Check One) ☐ is <u>not</u> a change from our most recent reporting.
☐ <u>is</u> a change from our most recent reporting.

Form 581-3206 (Rev. 10/88)

Early School Leavers Transmittal Memorandum: Form 581-3206 (Rev. 10/88)

One copy of this transmittal memo is to accompany each of the two semi-annual reports required by the School Leavers Accounting System. An additional cover letter is not necessary.

Instructions for completion

From:

Fill in the blanks for school identification, name of person submitting report, and reporting date. Be sure to sign on the line indicated.

1.

1. Indicate number of early school leaver forms enclosed with this memo.

2.

2. Enter the number of credits required for graduation at the time of this report.

3.

3. Check the appropriate box to indicate whether this is the same number of credits as listed in the last report, or whether your school board has acted to change graduation requirements.

What if we have no leavers to report?

Please submit a transmittal memo on each reporting date even if you have no leavers to report. Enter 0 for question No. 1, indicating no forms are enclosed.

Report on Individual Early Leaver; Form 581-3204B

Complete one form for each student who meets one or more of the following conditions:

Who is to be reported?

1. School year withdrawal - The student withdrew from school and no request for records was received within 45 days of the withdrawal date.
2. Non-graduate - The student finished four years of high school, did not receive a diploma or finish a prescribed course of study (i.e., IEP), and did not complete work toward a diploma or return to school during the summer or the following fall.
3. No-show - The student was enrolled in the spring or summer, did not return to school the following fall term, and no request for records was received.

A request for records from a GED-focused program does not relieve the school's responsibility for filing a report on an individual early leaver.

A request for records from a recognized private or alternative public school which focuses on coursework where academic credits can be earned toward a diploma is considered a legitimate request. Therefore, the school is not responsible for filing an Early Leaver Report.

For further guidance on specific questions regarding when a report is to be filed, please see Questions and Answers and Withdrawal Situations on pp. 12 to 15.

The "45-day clock" governing the timing of the request for student records covers 45 calendar days. The purpose is to ensure that sufficient time has elapsed for any request for records to arrive at your school. This period of time is only a guide, however, and should not be considered as absolute.

The reporting year runs from October 16 of one year to October 15 of the next year. The dates for reporting are December 15 and June 15.

Guidelines on who is to be reported

1. A student is not considered withdrawn from school if the school continues to collect basic school support monies for that student.
2. Under most circumstances the school in possession of the records should submit the IEL report if the student is withdrawn for any of the above reasons, and if no request for records is received.
3. An IEL report must be submitted for students who withdraw to attend a GED preparation program or to take a GEDexam.

OREGON DEPARTMENT OF EDUCATION
Division of Special Education
700 Pringle Parkway SE
Salem, OR 97310-0290

SAMPLE FORM
Page 1

Revised 1/91

Report on Individual Early Leaver

(Withdrawal for whom NO request for transcripts has been received)
Grades 7-12

Student ID Information

Name _____ (Last, First, Middle Initial)

Birth Date _____ (Month/Day/Year)

Social Security No. _____

School Identification

"Rescind Box"

Section I

ODE Co[illegible]trict/School Code _____ School _____

☐ Check here to **rescind** previously submitted early leaver's report. Student is continuing a full-time education program, or a request for transcripts was received after the last reporting. (If you checked rescind, STOP HERE.)

Gender: 1 ☐ Male 2 ☐ Female

Racial-ethnic designation: 1 ☐ White 2 ☐ Black 3 ☐ Hispanic 4 ☐ Asian/ Pacific Islander 5 ☐ American Indian/ Alaskan Native 6 ☐ Unknown

Enrolled in (during grades 7-12):

	1	2		1	2
ESL	☐ Yes	☐ No	Special Ed	☐ Yes	☐ No
TAG	☐ Yes	☐ No	Indian Ed	☐ Yes	☐ No
Chapter I	☐ Yes	☐ No			

Units of credit earned/recognized in fulfillment of high school graduation requirements: _____

In what grade level did your school classify this student? ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 13 ☐ 5th year 22 ☐ Resource room (or other ungraded)

Date withdrawn from school: _____ (month/day/year)

Approximate cumulative time enrolled in this district:

1 ☐ Student enrolled, but never attended classes
2 ☐ Less than 2 months
3 ☐ 2 months-1 year
4 ☐ 1-5 years
5 ☐ More than 5 years

Section II

Withdrawal Categories — Not Counted as Drop-outs:

☐ 01 Student was withdrawn to participate in a mental health program, juvenile facility or substance abuse program. STOP HERE, DO NOT DO SECTIONS III OR IV.

☐ 02 The student is deceased. STOP HERE, DO NOT DO SECTIONS III OR IV.

☐ 03 Student withdrew for home schooling. (Registration verified through ESD.) STOP HERE, DO NOT DO SECTIONS III OR IV.

Student Identifying Information

Enter student's name, last name first, separated from the first name by comma and followed by comma and middle initial.

Enter birthdate in month/day/year format.

Section I

Enter ODE County/District/School code for your building. This code may be obtained from your district administrative office or the ODE School Finance and Data Information Services, 378-3631. Please include this number on every report.

"Rescind Box"

Check this box only to rescind a previously submitted report. This should occur when a leaver re-enters school. Checking this box will remove the early leavers name and records from the ODE file.

Stop here if you checked this box.

Descriptive Information:

Gender

Check male or female. If unknown leave blank.

Racial - ethnic designation

Select the best choice to describe the racial-ethnic status of the leaver.

Enrolled in (during grades 7-12)

Report whether the student received one or more of the identified services in grades 7-12. Answer based on your best current knowledge. If you are unsure whether or not the leaver received services from a program, answer "no."

Units of credit earned/recognized

Enter the number of credits in fulfillment of district graduation requirements that the leaver has earned at the time of his/her leaving.

Grade level

Select the grade level in which your school classified this student.

Date withdrawn

Enter the date on which this leaver was withdrawn from your school.

Total time enrolled

Enter your best estimate of total time this student was enrolled in your school. This is cumulative time for all enrollments in the district without regard to how much time separated the enrollments. Answer based on best current knowledge.

Section II

Read the options in Section II and determine whether any of these apply to this leaver. Section II is used to report only those leavers who will not be counted as dropouts.

☐ ***01***

The student was withdrawn to participate in a residential mental health program, juvenile facility or substance abuse program. If the student returns to school during the reporting period no IEL report should be filed. If the student is withdrawn from school at the reporting date an IEL report is filed.

☐ ***02***

The student is deceased.

Section III-A

Withdrawal Categories — Counted as Drop-Outs (check one):

❒ 01 **School Year Withdrawal** — Student is withdrawn and no request for records was received.

❒ 02 **Non-Graduate** — Student completed four years of high school, did not receive a diploma, a modified diploma or complete a prescribed course of study (i.e., an IEP), and did not return to school during the summer or fall term.

❒ 03 **No Show** — Student was enrolled in the spring or summer, did not attend the following fall term, and no request for records was received.

Section III-B

If you checked one of the withdrawal (drop-out) categories in III-A, please indicate which, if any, of the following categories applies to this student.

❒ 01 The student was withdrawn from school for full-time employment, or enrolled in a community college or other state-registered alternative program, or employed part time and enrolled in school.

❒ 02 Student was withdrawn after a 10-day absence.

❒ 03 Student attained a GED Certificate.

❒ 04 Student was expelled and did not participate in an alternative program.

❒ 05 Student was issued a certificate of attendance.

❒ 06 Student withdrew from school to join military service.

Section IV

00
❒ Leaver not here long enough to learn about him/her. If you checked this box, STOP HERE.

Reasons given for withdrawal from this program—check all factors which contributed to the student leaving your program (try to determine from an exit interview or from a teacher or counselor):

Category	Factors
Academics	11 ❒ Too easy; 12 ❒ Too difficult; 13 ❒ Irrelevant to needs; 14 ❒ Class schedule; 15 ❒ Credit deficit; 16 ❒ Competencies deficit; 17 ❒ Lack of achievement; 18 ❒ Bored; 19 ❒ Language barrier
Conduct Standards	21 ❒ Non-attendance; 22 ❒ Expulsion; 23 ❒ Disciplinary action; 24 ❒ Suspension
Interpersonal Relationships	31 ❒ Doesn't relate to peers; 32 ❒ Peer pressure to leave; 33 ❒ Hassled in school; 34 ❒ Cultural barrier
School Personnel	41 ❒ Conflict with teachers; 42 ❒ Conflict with administration; 43 ❒ Advised to leave; 44 ❒ Parental conflict with school/school personnel
Student (the leaver)	51 ❒ Lack of motivation; 52 ❒ Illness; 53 ❒ Mental health; 54 ❒ Substance Abuse; 55 ❒ Refused to attend; 56 ❒ Noncompliant; 57 ❒ Pregnancy; 58 ❒ Marriage; 59 ❒ Independent living burdens
Home/Family	61 ❒ Financial need; 62 ❒ Sibling care/babysitting needs; 63 ❒ Lack of parenting skills; 64 ❒ Unstable home situation; 65 ❒ Lack of support for schools; 66 ❒ Health problems in family; 67 ❒ Substance abuse; 68 ❒ The family moved; 69 ❒ Homeless
Alternate Work/Education	71 ❒ Got a job; 72 ❒ Alternative Ed Program

Please check the source(s) of the information provided above in Section IV. Check all that apply.

01 ❒ Parent; 02 ❒ Leaver; 03 ❒ Counseling staff; 04 ❒ Attendance staff; 05 ❒ Other

☐ *03* — Student withdrew for home schooling. This category is used when a student withdraws for home schooling during the reporting period. This category does not require that a report be filed for a student who withdrew prior to the reporting period. Home schooling can be verified by calling your county ESD office.

Section III-A

☐ *01 School Year Withdrawal* — Student has withdrawn and no request for records was received. This category will include most students reported. If the student transfers to another school, public or private, and a request for records is received, no IEL report should be filed.

☐ *02 Non-Graduate* — Student completed four years of high school, did not receive a diploma, a modified diploma or complete a prescribed course of study (i.e., an IEP) and did not return to school during the summer or fall term. Some students may return for a fifth year of high school. If so, no IEL report should be filed. If the student does not graduate or finish a prescribed course of study, then an IEL report should be filed.

☐ *03 No Show* — Student was enrolled in the spring or summer and did not attend the following fall term and no request for records was received. This category includes any student who was enrolled the previous school year or pre-registered for school during the summer and did not show up to attend in the fall.

Section III-B — This section is designed to collect more information on those students who are identified under the withdrawal categories.

☐ *01* — Student withdrew for full time employment or to enroll in a community college or other alternative education program or is employed part time and enrolled in school. Full time employment is 30 hours per week.

☐ *02* — Student was withdrawn after 10-day absence. Check this item if the school withdrew the student after an absence of ten consecutive school days.

☐ *03* — Student attained a GED Certificate.

☐ *04* — Student was expelled and did not participate in an alternative program. (If the student elects to participate in an alternative program offered by the district, do not check this item and do not file an IEL report. Reason: the school would retain that student on the rolls for claiming basic school support.)

☐ *05* — Student was issued a certificate of attendance. Check this item if the student did not complete work for a diploma or did not complete a prescribed course of study (i.e., an IEP). The student who receives a certificate of attendance is counted as a dropout.

☐ *06* — Student withdrew to join military service.

Section IV

This section is designed to collect information on the factors contributing to the student's withdrawal from school. Please give the most accurate information available. Normally this should be gathered through an interview with the student or parent. If that is not possible, counselor, teacher or other staff judgments can be used. Your thoughtful identification of factors which you believe contributed to the student's decision to leave school is important.

The information from this section is perhaps the most important in identifying patterns of factors which can be used to make programmatic decisions.

Auditing of the Early School Leavers Accounting System

The system may be audited by one or more persons from the ODE.

The auditors will select a random sample of schools. They will review records within each school; special preparation of lists is not needed. Records needed include the following:

1. Attendance records: maintain at least two years. The Attendance Register is retained permanently.

2. Accurate individual student records: reason for student leaving school (if known). Disposition of records should be entered on permanent record or transcript.

3. List of graduates and list of seniors not graduating.

4. Log of withdrawals - sample below:

Date Request for Records Received	Date Withdrawn	Student's Name	Records Sent		Date IEL Report Sent	Date Rescind Sent
			Date	Place		

Upon completion of the audit, the auditing team will hold an Exit Interview to review findings and recommendations.

Student Records

Student records should be requested and forwarded on a timely basis, usually within ten days.

Student records should not be retained for non-payment of fees when the records are requested by another school where the student is enrolled. Under Oregon law (ORS 336.215) both public and private schools must forward the records.

When the student records are forwarded, the date and place where records are sent should be noted on the permanent record (transcript) retained by the sending school.

The school which has the student records should file the IEL report if the student has withdrawn and if no request for records is received.

If the student or parent brings a copy of the student records to the school, this act does not constitute the transfer of the official student records. The offical records should be received directly from the sending school.

Early School Leavers Reporting System Questions and Answers

Question	Answer
Who must report early school leavers?	All schools with any grades 7 through 12 must file reports on individual early leavers.
How far in the past should a school go in correcting a previous individual early leaver report?	A school need only consider the past two years to make rescinds or updates on individuals. Detailed attendance records are required to be retained for two years only. The attendance register is retained permanently.
If a student withdraws from high school and completes a community college adult high school diploma program, is the student counted as a dropout?	No. If the student receives a diploma from the adult high school program at the community college or the resident high school, the student is not a dropout. If the student does not complete the program in either of these ways, then the student is counted as a dropout and an Individual Early Leaver Report Form is filed by the high school.
Under what circumstances should a school file an individual early leavers report on students attending alternative programs?	The school or program from which the student is intended to receive a diploma should file the individual early leavers report if the student drops out of that program or school. For example, if a student is attending a public alternative program or school and the student is expected to graduate from that institution, then it is anticipated that the public alternative program or school would have procedures in place to file an individual early leavers report to the ODE when that student drops out. Private alternative programs generally are not approved to offer diplomas; therefore the resident high school would report the student if the student drops out of the private alternative program.

Individual Early Leavers Reports

Withdrawal Situation	Action	Dropout Yes/No	Comments
1. A student withdraws and the school district receives a formal request for the transfer of records within 45 days.	No IEL Report filed	No	
2. A student withdraws to participate in a foreign exchange program.	No IEL Report filed	No	
3. A student withdraws; records are not requested but the district knows that the student is enrolled in school elsewhere.	Verify and date a statement for student file.	No	If you can verify enrollment and attendance in the other school, do not file IEL. Verification may include school name, location, person providing the information, and enrollment status.
4. A student is deceased prior to completing the normal course of studies.	File IEL Report	No	
5. A student withdraws to enter a mental health, juvenile, or substance abuse program.	File IEL Report	No	An IEL report need not be filed if the student returns to school before the reporting date.
6. A student participates in alternative education programs which are part of the school district or funded with basic school support (not GED program).	No IEL Report Filed	No	The district should claim basic school support for a student placed in alternative programs and therefore no report should be filed.
7. A student has graduated early.	No IEL Report Filed	No	

Withdrawal Situation	Action	Dropout Yes/No	Comments
8. A student withdraws and no request for transfer is received within the 45 day period.	File IEL Report	Yes	
9. A student withdraws to attend a GED preparation program or to take a GED exam.	File IEL Report	Yes	
10. A student withdraws from school for full time employment.	File IEL Report	Yes	
11. A student withdraws to participate in home schooling (not school paid home tutoring).	File IEL Report	No	The ☐03 box in Section II should be checked.
12. A student is in attendance at the end of the school year, does not return to school the next fall, and no request for transfer of records is received.	File IEL Report	Yes	
13. A student leaves late in the school year prior (April 15) to the expiration of the 45-day clock but does not return the next school year.	File IEL Report	Yes	
14. A student attends a school in the district the previous school year and fails to show up for school at the beginning of the school year.	File IEL Report	Yes	
15. A student is pre-registered in the school but never attends school and the school has not requested or received the student's records.	No IEL Report Filed	No	The school which has the records should file the IEL report.
16. A student withdraws after 10 consecutive days of absence and no request for records is received.	File IEL Report	Yes	

Withdrawal Situation	Action	Dropout Yes/No	Comments
17. A 12th grade student who lacks sufficient credits to graduate in June, does not complete requirements during the summer or return in the fall to complete requirements.	File IEL Report	Yes	If the student completes a prescribed couse of study over a four year period such as an IEP or Personalized Education Program, the student would not be a dropout and no IEL report would be filed.
18. A student drops out during the summer between 8th and 9th grades or 9th and 10th grades depending on the school district organization pattern and the student is pre-registered at the receiving school.	Receiving school files an IEL Report	Yes	Receiving schools will normally be the responsible school since they have the records and the student is truant from the receiving school, not the sending school.
19. The student is expelled and does not elect to pursue an alternative education program.	File an IEL Report	Yes	If the student re-enrolls at a later time, a second IEL report is filed and the Rescind Box is checked.
20. A student withdraws to participate in a Job Corps program.	File an IEL Report	No	The ☐01 box under Section II should be checked to indicate that the student has entered a juvenile facility.